

STEVEN RICHARD VAN ELK

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TELECOMMUNICATIONS

Creative and hardworking telecommunications specialist with extensive experience seeks a unique employment opportunity to continuously develop writing, editing, videography and production skills. Manages projects effectively by analyzing needs, demonstrating leadership and implementing creative solutions.

Summary of Skills & Experience:

- **Editing Software:** Avid, Soft Image, Pro Tools, Final Cut, Boris FX & Graffiti, and Adobe Premier, After Effects, Encore, and Photoshop
- **Internet Browsers:** Netscape Navigator, Internet Explorer, and various others
- **Academic Search Premier** and other scholarly databases
- **Proficient in**
 - **Written & Verbal Communication**
 - **Conflict Resolution**
- **Microsoft Office**
- **Leadership**
 - **Macintosh- and IBM-based platforms**
 - **Project Management**

PROFESSIONAL EXPERIENCE

Freelance, Central Indiana

November 2008 - Present

- Experiences provided opportunities to develop ongoing professional contacts throughout central Indiana.
- Developed ability to adapt to an ever-changing work environment.
- Experience provided opportunities to develop expertise in videography, editing, recording audio, lighting, gripping, and DVD authoring.

Production Assistant, RUTTER MEDIA, Muncie, IN

February 2008 – October 2008

- Experience with employer provided opportunities to develop expertise in videography, producing, directing, editing, recording audio, casting, lighting, gripping, and DVD authoring.
- Developed leadership skills by managing interns.
- Frequent communication with advertising agencies, marketing companies, voice acting agencies, and internet marketing agencies.
- Administrative skills were improved through burning, printing, and packaging DVD's.

Freelance, Northern Indiana

June 2007 – February 2008

- Experiences provided opportunities to develop ongoing professional contacts throughout northern Indiana.
- Developed ability to adapt to an ever-changing work environment.
- Experience provided opportunities to develop expertise in videography, editing, lighting, gripping, and DVD authoring.

Intern and Freelance, NEW GROUP MEDIA, South Bend, IN Summer 2006, October 2006

- Internship and freelance experience with employer provided opportunities to develop expertise in writing scripts, selecting music, and arranging lighting for video production.
- Facilitated video production by operating dolly, shooting inserts, and logging shots.
- Administrative skills were improved through burning, printing, and packaging DVD's.
- Researched equipment rental and insurance availability.
- Frequent communication with modeling and voice acting agencies.

Producer, CAMPUS CRUSADE FOR CHRIST, Muncie, IN Spring 2006

- Creatively addressed the challenge of advertising a nonprofit organization by filming, editing, and producing a fundraising video eight minutes in length.
- Developed an ongoing professional relationship by producing exceptional promotional pieces for organization events.

Substitute Teacher, CONCORD COMMUNITY SCHOOLS, Elkhart, IN Spring 2007, Fall 2007

- Developed leadership skills by teaching classrooms of students.
- Quickly learned how to establish myself in a position of authority
- Developed the ability to adapt quickly to new rooms, buildings, environments, co-workers, and students.

EDUCATION & AWARDS

B.A., Telecommunications with a focus in Production, Ball State University, Muncie, IN May 2007

Minor in English, Creative Writing

- Cumulative grade-point average of 3.352 (on a 4.0 scale). Graduated with Honors (2007).
- Awarded Ball State University Presidential Scholarship (2003 through 2007)
- Produced informative, creative web based video on MODIS research project for Ball State University
- Finalist in Avid/Digital Content Producer Perfect Pitch contest (won copy of Avid Media Composer 3.0)

COMMUNITY INVOLVEMENT

- Campus Crusade for Christ – Bible Study Leader, 2004 through 2007.
- Campus Crusade for Christ – Student Leadership Team, 2005 through 2006.
- Union Chapel United Methodist Church – Youth Leader for Disciple NOW April 2007
- Distributed Coffee, Hot Chocolate and Water to attendees of Mardi Gras with Muncie Alliance Church
- Attend Commonway Church (part of Union Chapel United Methodist Church) in Muncie, IN
- Edited video during SERVE week (summer youth group retreat where students do service projects for their local community) – July 2008
- Bill Glass Champions for Life, “Weekend of Champions” prison ministry – December 2004 in Indianapolis

EXTRACURRICULAR INVOLVEMENT

- Ball State University Hands-Across-McKinley Project – Sound Effects
- Ball State University Cinema Entertainment Consortium Project – Writer
- Produced a PSA for Flu Season
- Participated in the Intramural Sports program at Ball State University playing Racquetball.